

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
March 16, 2020

The Lyndon City Council met in regular session on Monday, March 16, 2020 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Steve Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Steve Morrison, Council President Schmitt and members Katie Shepard, Kevin Heit, Doug Harty and Lynn Atchison present.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; Scott Culley, Maintenance Supervisor; Darrel Manning, Law Enforcement Supervisor; and Officer David Forkenbrock.

Others Present: Wes Weishaar, BG Consultants; Brett Lewis; Robert and Ronda Ellis; and Gene Hirt.

2. APPROVAL OF MINUTES OF PREVIOUS MEETING:

- a) Schmitt made the motion to approve the regular meeting minutes of March 2, 2020 as amended. Shepard seconded; motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Schmitt made the motion to approve the bills as set forth. Shepard seconded; motion carried.

4. PUBLIC COMMENTS: Gene Hirt spoke with the Council in regards to the discussion at the County Commission meeting earlier in the day regarding the COVID-19 virus, cases in other counties, and the authority of the Osage County Health Department Director. Mr. Hirt noted that he was told that school also maybe out an additional week following spring break depending on the outbreak and if Osage County will have a positive COVID-19 case.

Mr. Hirt spoke about the concrete poles that were delivered to Jones Park for the lighting project and the different sizes and diameters. He had compared them to the ones in Ottawa and briefly discussed it with the Mayor and Council. Mr. Hirt also requested a copy of the specs for the lighting project.

Robert Ellis spoke to the Council regarding the final utility bill at a rental property he has in town and voiced his disagreement in owing the bill. After a very lengthy discussion about the timeline, the reason for the bill, Mr. Ellis' options, no action was taken by the Council.

5. CORRESPONDENCE TO COUNCIL:

- Public Wholesale Water Supply District #12 Notice of Annual Meeting on April 15, 2020.
- Public Wholesale Water Supply District #12 meeting minutes of February 19, 2020.
- March 2020 Edition of the Kansas Government Journal

6. UNFINISHED BUSINESS:

- a) JACKSON STREET PROJECT - BG CONSULTANTS: Wes Weishaar from BG Consultants provided Council with an update on the progress of the Jackson Street Project. Mr. Weishaar stated that paperwork for the land acquisition has been gathered and will be sent to the City Attorney for review. Design is on track to be finalized and sent to KDHE for approval by the end of the week. Once approved, will proceed with the project bid process.

Mr. Weishaar briefly spoke about the remaining punch list items for the headworks building. He stated the missing part for the exit signs have been identified and ordered. The signs are produced in Germany, the parts have shipped and they are waiting for notification on delivery. The contractor will finish up some of the last minute clean up items in the next week or so which include weather permitting, cleanup and seeding of the Janssen property.

City Attorney Walsh asked if they would be sending out easement packets to the residents on Jackson and Mr. Weishaar stated they are and will be soon.

It was noted that once things are in place, the Council would invite Jackson Street residents to another meeting or meet with each resident one at a time to discuss the project.

- b) HEATING AND AIR PREVENTATIVE MAINTENANCE QUOTES: The Council received preventative maintenance quotes from Modern Air and Blue Dot for the HVAC systems at both city hall and the community center. Modern Air quoted \$478 for the community center and \$637 for city hall totaling \$1,115 with Blue Dot quoting \$427 for the community center and \$574 for city hall. Atchison made the motion to approve the quotes from Modern Air. Heit seconded; motion carried.
- c) BURN AREA AT LAGOON SITE: The City Clerk stated she put the item back on the agenda for more discussion as per the minutes of the last meeting. The Maintenance Supervisor stated they are still working on putting rock down and preparing the site for use. The Council discussed the days and months of operation for the site, should be monitored and manned by a city employee during access times, option of making appointments with the city for access, etc. The City Clerk will put out sample site policies on the city clerk list serve and start working on a draft policy.



7. NEW BUSINESS:

- a) CONNECTING LINKS AGREEMENT WITH OSAGE COUNTY: The City Clerk provided Council with a copy of the connecting links agreement received from the County Commissioners. In Lyndon the connecting link is East and West 6<sup>th</sup> Street. The agreement allows the city to opt out and take over maintenance of the street with the County contributing \$582.00. It was noted that historically the City has never signed the agreement. Atchison made the motion to not enter into the proposed agreement. Shepard seconded the motion, which carried. The City Clerk will return the unsigned agreement and a letter to the County Commissioners with an answer.
- b) KINDESS PROJECT DONATION: The City Clerk stated she was contacted by school counselor who was asking the city if they would donate pool passes for the USD 421 Kindness project as rewards for participating students. It was noted that 50 pool passes are donated for the annual Easter egg hunt. Shepard made the motion to donate 50 pool passes. Schmitt seconded; motion carried.
- c) COMMUNITY CENTER EVENTS: The Mayor stated that with the current increasing health concerns regarding COVID-19 that it is probably in the best interest of the public that all group gatherings at the community center be canceled until further notice. The City Attorney stated it would be better to be overly cautious than not cautious enough and with the guidelines being handed down recommended closing the community center and canceling all events. Atchison made the motion to close the community center and to cancel pre-scheduled events. Heit seconded; motion carried.

Mayor Morrison stated in order to protect city staff the Council should consider closing the lobby of city hall to the public. It was noted that daily city business can be handled through the drive thru which include taking payments for utility bills and that online payment of utilities is also available through the city's website. The City Clerk stated that two other area cities have proceeded with closing city facilities to the public and that Lyndon would not be the first. It was noted that city court is also coming up this Wednesday and was also discussed. Harty made the motion to close the city hall lobby effective immediately. Heit seconded; motion carried.

The City Attorney asked the Council to give the Mayor discretion in regards to postponing court in the event the director at the health department recommends the same for the courthouse and that the city should quickly follow suit if that happens. Shepard made the motion to postpone court depending on what measures are taken by the county health director. Schmitt seconded; motion carried.

The City Clerk and Maintenance Supervisor briefly went over what precautions they are taking in their departments in regards to the COVID-19 concerns and guidelines. Law Enforcement Supervisor stated they will be following guidelines and taking precautions as recommended.

8. STAFF REPORTS:

- a) POLICE: Council received the Officer's Activity report for March 2 to March 14, 2020.

Atchison stated he sent an email to the police department that included a quote from CMI for a new PBT and asked if they had received it. Officer Forkenbrock stated they had and he just needs to print it off. Mayor Morrison recommended bringing the quote to the next Council meeting so that the quote can be approved and a replacement can be ordered.

- b) PUBLIC WORKS: Council received the Maintenance Activity report for March 2 to March 16, 2020.

Mayor Morrison asked the Maintenance Supervisor about any progress regarding the ditch at 6th and Adams and if he had spoken to the County. The Maintenance Supervisor stated he has not revisited it lately, however, it has been on his list to get done.

Atchison stated that he did not know about the plans for street work this year, however, he has noticed there is an area of street in front of the house at 430 Washington that is a sink hole that is getting worse. He noted that it was due to sewer work done a couple of years ago and asked if it was the city's responsibility to repair that portion of street.

The Maintenance Supervisor stated it was not part of the sewer project and was pretty sure when it was replaced did not have flowable fill. He stated it is on his of areas to repair.

Mayor Morrison asked if the pool was going to be painted and the Maintenance Supervisor stated when weather permits, they will start working on preparing the pool for the season.

KRWA Conference in Wichita has been canceled which is where most of the credit hours for two maintenance are obtained and is waiting for notices of classes for those credit hours from KRWA. Atchison stated CPOST is granting extensions for officers who were unable to get their credit hours due to canceling classes and assumes it will be the case for most people who were unable to get needed credit hours.

- c) PLANNING AND ZONING: A copy of the minutes from March 2, 2020 as well as a copy of the draft demolition permit was provided to Council for review.
- d) CITY CLERK: Conference called scheduled with the Mayor and Beth Warren at Ranson Financial to review the analysis for water and sewer rates on Thursday afternoon.



Contacted Brad Thompson with Musco Lighting and he is supposed to be providing the city a timeline for delivery and installation of the ball field lighting system as well as when funding needs to be available. Mr. Thompson stated once the invoice is received by the city it is net 30 days on payment.

Annual budget class is canceled and will more than likely hold webinars.

Contract with current auditor is over and working to get quotes for auditing services.

City Clerk stated once it is known what rates will be, she recommended looking into changing other parts of the utility ordinances during the process.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Mayor Morrison encouraged everyone to be cautious and follow the guidelines to aid in reducing the spread of COVID-19.

10. EXECUTIVE SESSION: None.

11. ADJOURNMENT: Schmitt made the motion to adjourn to Monday, April 6, 2020 for regular meeting. Shepard seconded; motion carried.

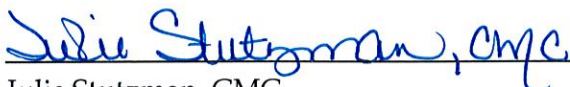
Respectfully submitted,



Julie Stutzman, CMC  
City Clerk

Approved by the governing body on April 20, 2020

Attest:



Julie Stutzman, CMC  
City Clerk

